



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.2.2	Subject: BUDGET PREPARATION
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 2: Fiscal Management	Effective Date: May 1, 1996
Signature: /s/ Bill Slaughter, Director	Revision Date: 04/18/06

I. POLICY

The Department of Corrections will ensure that the Department budget is in compliance with Montana State Statutes, Montana Operations Manual, Volume II, and the Office of Budget Program and Planning Management Memorandum.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. *17-7-101 through 17-7-502; Montana Code Annotated*
- B. *Volume II, Chapters 500 and 600, Montana Operations Manual*
- C. *Office of Budget Program and Planning Management Memorandum*

IV. DEFINITIONS

Budgeting and Appropriations Management Memorandum – Budgeting instructions issued each biennium by the Governor’s Office of Budget Program and Planning. This memorandum outlines instructions on preparing biennial budgets for executive branch agencies.

V. DEPARTMENT DIRECTIVES

A. Budget Preparation and Submittal

1. The Department’s budget will be prepared and submitted to the Governor’s Budget Director on or before September 1, in the even year preceding the convening of the legislature as outlined in *Sections 17-7-101 through 17-7-502, Montana Code Annotated (MCA)*, and *Volume II, Chapters 500 and 600, Montana Operations Manual (MOM)*.

B. Budget Allocation

1. The Centralized Services Division will complete the initial allocation of the Department’s legislatively approved budget for each fiscal year.
2. Each program’s budget analyst will then allocate the budget to the proper responsibility centers within each division.

C. Budget Monitoring

1. The Department’s budget will be monitored on an ongoing basis with budget status reports as required by the Centralized Services Division.

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D. Budget Revisions/Reallocations

1. Any significant budget revisions or reallocations will be made in compliance with *Sections 17-7-101 through 17-7-502, MCA; Volume II, Chapters 500 and 600, MOM*, and the Office of Budget Program and Planning Management Memoranda, with the approval of the Department of Corrections Director.

VI. CLOSING

Questions concerning this policy should be directed to the Centralized Services Division Administrator.